

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 14, 2006

PERSONNEL LETTER #06-010
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Interim Chief
Personnel/Payroll Services DivisionRE: **JULY 1, 2006 GENERAL SALARY INCREASE - CIVIL SERVICE BARGAINING UNITS 2, 5, 6 AND 9**

Pursuant to the memorandum of understandings, the Department of Personnel Administration (DPA) has approved a general salary increase (GSI) effective July 1, 2006 for Civil Service Bargaining Units (BU) 2, 5, 6, and 9

The GSI for BU 2, 5, 6, and 9 will be processed via an Employment History (EH) mass update or manually for the employees who cannot be included in the mass update. Refer to Pay Letter 06-26 for information on BU02, Pay Letter 06-27 for BU05, Pay Letter 06-28 for BU06 and Pay Letter 06-29 for BU09.

I. EH MASS UPDATE PROCESS

The mass update will occur the night of July 18, 2006 (Tuesday). The update will post the 07/01/06 effective date GEN transaction for BU 2, 5, 6 and 9 employees.

Either PPSD will manually update the EH records of employees who cannot be included in the mass update or departments will receive listing of the employees who they need to update. Departments should receive the listings by the end of July.

Turnaround (TAD) PARs will be issued from the mass update and manual processes. The TAD PARs will be released on a flow basis.

II. TELEPHONE CONTACTS

Questions regarding the salary changes and EH processing information can be directed as follows:

<u>SALARY AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER</u>
Salary Program	DPA	(916) 324-9381
EH Procedures	Personnel Operations Liaison Staff	(916) 322-6500

DS:JB:PMAB